

Cheltenham Strategic Partnership
Terms of Reference - Updated June 2009

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| Name of Partnership | Cheltenham Strategic Partnership |
| Type of partnership (Is the partnership incorporated or unincorporated? If it is incorporated it will be registered as a company and will be capable of undertaking business activity in its own right. If it is unincorporated, it can make recommendations to partner bodies but will not be able to undertake business in its own right) | Unincorporated |
| Vision | <p>Cheltenham Strategic Partnership has agreed a 20 year aspirational goal for the long-term future of Cheltenham.</p> <p>We want Cheltenham to stand for a sustainable quality of life, where people, families, their communities and businesses thrive; and in a way which cherishes our cultural heritage and does not compromise the quality of life of present and future generations.</p> <p>The CSP has identified the following longer-term ambitions where, over the next twenty years, we will take concerted and coordinated action through partnership working and the local development framework to turn our vision into a reality:</p> <ul style="list-style-type: none"> • Community safety • Healthy communities • Sustainable living • Local environmental quality • Children and young people • Economic development and enterprise • Stronger communities and supporting housing choice • Travel and transport • Arts and Culture |
| Aims / objectives of the Partnership | <ul style="list-style-type: none"> • To be the partnership of partnerships for Cheltenham, providing strategic co-ordination, ensuring linkages with other plans and bodies established at the regional, sub-regional and local level and agreeing a community strategy that sets the vision and priorities for the area and gaining consensus about the way forward. • To develop and drive the effective delivery of the community strategy action plan through effective performance management and holding delivery partners to account |
| Is there specific legislation that the partnership is helping to deliver? (List Statutes and / or White paper(s) etc) Provide outline of the partnership's legal role. | <p>“Creating Strong, Safe and Prosperous Communities” Statutory Guidance</p> <p>There are no formal powers vested in Cheltenham Strategic Partnership. Government guidance says that Local Strategic Partnerships (LSPs) provide the forum for collectively reviewing and steering public resources, through identifying priorities in Sustainable Community Strategies. But they are not the ultimate decision-makers on such plans. All target-setting, and consequent financial, commissioning, or contractual commitments proposed by LSPs, must be formalised through the relevant local authority, or through one of the other LSP partners (for example, if</p> |

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| | <p>policing, or health resources are involved).</p> <p>LSPs are not statutory bodies and there is no legal relationship between either local authorities and 'the LSP' or their partners and 'the LSP'. LSPs are instead a collection of organisations and representatives coming together voluntarily to work in partnership.</p> |
| <p>Which organisation is the lead partner on the partnership?</p> | <p>Cheltenham Borough Council</p> |
| <p>Membership of the Partnership (This section refers to 'Board' or named members. Include the name / agency of each representative. Do not include membership of any wider stakeholder group. Include in this section any schemes of delegation for attendance)</p> | <p>The CSP will include: The core partners are:</p> <ul style="list-style-type: none"> • Gloucestershire County Council (nominated county councillor and director) • Cheltenham Borough Council (leader and Chief Executive) • Gloucestershire Police (senior officer) • Gloucestershire PCT (senior officer) • Learning and Skills Council (senior officer) • Cheltenham VCA <p>The key delivery partnerships are:</p> <ul style="list-style-type: none"> • Stronger Communities Partnership • Children and Young People's Partnership • Cheltenham Community Safety Partnership • Low Carbon Partnership • Health and Wellbeing Partnership • Strategic Economic Development Partnership |
| <p>Meeting arrangements How often does the partnership meet? Where can meeting notes/minutes be accessed? (e.g. web link)?</p> | <p>Chairing arrangements The partnership will elect a chair every two years.</p> <p>Frequency of meetings The partnership will meet every two months</p> <p>Location of meetings Meetings will be fully accessible venues within easy reach of the public transport network. Partners with suitable meeting rooms will provide venues and refreshments for meetings.</p> <p>Agendas Agenda management will be the responsibility of all members of the Partnership. The agenda will consist of no more than 8 items and meetings will usually last no more than 2 hours. In exceptional circumstances meetings can be extended with the prior agreement of partners. Agenda and papers will be sent out 5 working days before each meeting.</p> <p>Reports All reports should follow a standard report template agreed by the partnership. Reports can only be tabled by prior agreement with the chair and in exceptional circumstances.</p> <p>Minutes Minutes will be issued within one week of the meeting. All partners have 14 days from receipt of minutes to challenge or lodge a disagreement with</p> |

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| | <p>a decision taken at a meeting they not attend or send a substitute to.</p> <p>Quoracy Partners should strive to attend all meetings. In exceptional circumstances, a well-briefed substitute with decision-making powers should be elected to attend in their place.</p> <p>Support The meetings will be serviced by Cheltenham Borough Council.</p> <p>Meeting information Is available from the CSP website www.cheltenhampartnership.org.uk/libraries/templates/page.asp?FolderID=52</p> |
| <p>Chairing arrangements How is the Chair nominated?</p> | <p>The partnership will elect a chair every two years.</p> |
| <p>Structures and Roles What are the specific role(s) of 'Board' members?</p> | <p>Cheltenham Strategic Partnership will adopt the structure that is set out in the Prospectus for Partnership working in Cheltenham document and set out in diagrammatic form in the structure chart below.</p> <p>Cheltenham Strategic Partnership will meet every two months and will have the following roles and responsibilities:</p> <ul style="list-style-type: none"> • Agree the sustainable community strategy • Agree the annual action plan • Agree a bi-annual monitoring report for presentation to stakeholders • Agree annual delivery framework with 6 delivery partnerships • Hold the six delivery partnerships to account for delivery of their agreed actions • Ensure effective performance management of the action plan • Ensure resources are in place to enable successful delivery of the community strategy • Ensure accountability with membership of core partners and with full CSP |
| <p>Amendments to partnership governance What arrangements are in place for changing partnership rules or governance arrangements?</p> | |
| <p>Business Planning and Performance What is the name of the Partnership's Strategy or Plan? Where is this kept? (e.g. email address) How will the success of the partnership be measured? (e.g. List key performance indicators and explain monitoring arrangements)</p> | <p>The Sustainable Community Strategy acts as the CSP's business plan and this is available from the website: www.cheltenhampartnership.org.uk/libraries/templates/page.asp?FolderID=21 Delivery of the action plan will be monitored at least bi-annually by the CSP</p> |
| <p>Decision-making processes What decisions can the partnership make? How are these made? (e.g. voting by show of hands) (Unincorporated partnerships usually 'broker' agreements about the way to progress on a given issue. The partner agencies themselves then make decisions based on how they</p> | <p>Decisions will be taken on the basis of a consensus or in the absence of a consensus a simple majority vote.</p> |

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| can contribute to the partnership aims) | |
| Risk Management Arrangements Where is the risk register for this partnership kept? How often is it reviewed by the partnership? How is it monitored? | The risk register is available on the CSP website www.cheltenhampartnership.org.uk/libraries/templates/page.asp?FolderID=122 |
| Income Does the partnership have any income? If 'yes' how is this managed? (Refer to any documentation that clarifies arrangements for financial management). Which is the Accountable Body for any partnership grants/income? | The CSP and 6 thematic partnerships are allocated funding through partner bodies. This money is allocated through a commissioning framework whereby the relevant partnership will agree outcomes and preferred delivery mechanisms. |
| Information Sharing Do information sharing protocols exist? If yes, where are these kept? (e.g. give web link) If no, consider adopting the GCC standard at: http://www.gloucestershire.gov.uk/index.cfm?articleid=2822 | No |
| Data Quality Do Data Quality Protocols exist? | Yes CSP signed up to the LAA data quality protocols are available at: http://www.gloucestershire.gov.uk/index.cfm?articleid=15178 . These were adopted by the Community Strategy Executive Board in October 2007 |
| Fairness and Diversity Do Fairness and Diversity protocols exist? If yes, where are these kept? (e.g. give web link) If no, consider adopting the GCC policy on Equal Opportunities and Equal Employment at: http://www.gloucestershire.gov.uk/index.cfm?articleid=10744 | No |
| Code of conduct Does the partnership have a code of conduct for Board members? If yes, where are these kept? (e.g. give web link) If no, consider adopting the standard code of conduct at; http://www.gloucestershire.gov.uk/index.cfm?articleid=92586 | No |
| Sustainability Does the partnership have an agreed policy and/or toolkit for making sure that partnership outcomes are sustainable? The Gloucestershire Conference and the 5 thematic partnerships are committed to completing the <i>South West Sustainable Development Framework</i> sustainability | Yes through our sustainable community strategy |

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| <p>checklist at: http://www.shapersw.net/rsdfresources.php?ID=89&category=48&stylesheet=style Provide a web link to your completed checklist.</p> | |
| <p>Conflict Resolution What arrangements are in place for dealing with conflict within the partnership? A standard conflict resolution procedure is available at http://www.gloucestershire.gov.uk/index.cfm?articleid=92586</p> | <p>None</p> |
| <p>Timescales How often is the partnership reviewed? (This should be at least every three years)</p> | <p>CSP established in 2002 Significantly restructured in 2007 Peer Review in 2009</p> |
| <p>Exit Strategy What arrangements are in place (or need to be put in place) in order to close down the partnership? Who needs to be consulted? Whose makes the final decision to end a partnership? Who will manage the Exit Strategy and any risks associated with closing down the partnership?</p> | <p>If members of the Partnership consider that it is necessary or advisable to dissolve the Partnership then they may decide that the Partnership should be dissolved. Such a decision will require the agreement of two thirds of partners. The proposal must be submitted to the Chair, in writing, at least one month prior to it being placed on the agenda for discussion.</p> |